



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.3 Income Eligibility

Revised: 04/01/06

POLICY: Income eligibility is determined by comparing family size and family income with the WIC income eligibility guidelines. Income eligibility is based on the most accurate indicator of the family's financial status. An applicant must provide written proof of their family's total gross income or verify that they participate in a program that makes them adjunctively (automatically) income eligible. Changes in income or family size may disqualify a participant during their certification period.

PROCEDURE:

A. STEPS TO DETERMINE INCOME ELIGIBILITY

The suggested sequence on how to determine income eligibility is:

1. Assess adjunctive eligibility on the basis of eligibility to receive FoodShare Wisconsin, Medicaid, BadgerCare, Kinship Care or Temporary Assistance for Needy Families (TANF). In Wisconsin, TANF is the Wisconsin Works Program (W-2). The tribes use the TANF Program name.
2. If not adjunctively eligible, determine the size of the household/economic unit and assess total household income.

B. ADJUNCTIVE ELIGIBILITY

Determine if the applicant is adjunctively (automatically) income eligible by participating in one of the qualifying programs.

1. Individuals are adjunctively income eligible if the applicant meets any of the following conditions:
 - a) is certified as fully eligible to receive benefits from any one of the following programs - FoodShare Wisconsin, Medicaid (including Healthy Start and BadgerCare), Kinship Care, Wisconsin Works (W-2)/ TANF, or the Food Distribution Program on Indian Reservations. The individual is not required to participate in the program(s) to use it for adjunctive income eligibility for WIC.
 - b) has documented presumptive eligibility for Medicaid or W-2/TANF
 - c) NOT ALLOWED: A non-pregnant woman receiving benefits through the Family Planning Medicaid Waiver Program does not grant adjunctive eligibility to her family members. If she becomes pregnant, she cannot use



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this for WIC income eligibility: she must reapply for Medicaid as a pregnant woman.

- d) is a member of a family which includes:
- (1) a W-2/TANF recipient
 - (2) FoodShare Wisconsin recipient
 - (3) a pregnant woman receiving Medicaid (including Healthy Start and BadgerCare). The woman is eligible for Medicaid benefits until the end of the month in which the 60th postpartum day occurs. She grants WIC adjunctive eligibility to her infant and other family members.
 - (4) an infant receiving Medicaid (including Healthy Start and BadgerCare). If the mother was receiving Medicaid or Healthy Start on the day the baby was born, the baby is automatically eligible for Medicaid for the entire first year of life but the baby must live with the parent continuously to be eligible for the full year. This is called Continuous Newborn Eligibility. If the mother was not receiving Medicaid when she gave birth, she should apply for Medicaid for the baby before those 60 days expire so that the infant is certified as fully eligible for Medicaid. The infant grants WIC adjunctive eligibility to her mother (on WIC as a postpartum or breastfeeding woman) and to other family members.
- e) a child receiving Medicaid (e.g., Katie Beckett) may reside in a household with income >185% of the poverty guideline and is adjunctively eligible. A child receiving Medicaid does not make other household members adjunctively eligible.

Another way to illustrate this information is in a chart format:

	Medicaid	W-2/TANF	FoodShare Wisconsin
Pregnant and postpartum/breastfeeding woman through the end of the month in which the 60 th postpartum day occurs	Self and household members	Self and household members	Self and household members*
Infant	Self and household members	Self and household members	Self and household members*
Child	Self	Self and household members	Self and household members*



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* The Food Stamp Program was renamed as FoodShare Wisconsin on October 15, 2004. This Program identifies a head of household to receive FoodShare benefits for all household members. Therefore, infants and children would not receive benefits individually, except eligible foster children. All family members who are eligible for FoodShare Wisconsin are listed in the Notice of Decision letter. Websites: www.dhfs.wisconsin.gov/foodshare, www.access.wisconsin.gov, and www.foodstamps-step1.usda.gov

2. Verification of participation in the adjunct programs must be presented to complete income eligibility determination and must be documented in ROSIE. Self-declaration is not sufficient. The electronic benefits transfer (EBT) card, the blue plastic Forward card or a card without dates does not verify current enrollment. Documentation must accurately represent current eligibility for participation in such a program. If the applicant does not bring in proof or the staff doesn't have a telephone to access Medicaid information, follow one of the four options in section H. Applicants Lacking Necessary Income Documentation at Certification Appointment. The certification period for Medicaid, BadgerCare and the FoodShare is one year. The FoodShare Wisconsin requires recipients to fill out an interim report to re-verify their income at the six-month interval. If they do not return the form, they are terminated from the Program. Notices are sent if the recipient is terminated from the program before the certification period expires.
3. Documentation of proof of other program eligibility may include:
 - a) Notice of Decision Letter showing current eligibility dates. See (2) below about Medicaid deductible.
 - b) Telephone, computer software, or Magnetic Strip Card Reader are used to verify Medicaid current eligibility status. It is not necessary to verify each family member's Medicaid eligibility as long as either the woman or the infant's (not a child) Medicaid eligibility has been verified, thereby granting adjunctive eligibility to other family members. Written consent is required when accessing Medicaid eligibility status from any source other than the Notice of Decision Letter, including requests to a county or agency worker. Use the Confidential Information Release Authorization form (HFS-9II and HFS-9IIS) to document consent. Search for forms at www.dhfs.wisconsin.gov/forms. Refer to the attachments at the end of this policy for more information.
- (1) To document proof of income for each family member, first complete the Confidential Information Release Authorization form (HFS-9II and HFS-9IIS) for the woman or infant. Second, verify Medicaid certification and then file the consent form in the appropriate file, either the woman's or



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infant's file or family file. Another option is to complete the consent form for every family member and place it in their file. Children do not grant adjunctive eligibility to other family members. Therefore, if the WIC family consists of only children, a consent form must be completed for each child and each child's Medicaid eligibility must be verified.

- (2) A Medicaid deductible code can be seen on the Notice of Decision Letter and may be available through other sources of checking Medicaid eligibility. The M code is noted by month and means that the Medicaid recipient must meet the deductible to continue to be eligible for Medicaid. If they don't meet the deductible, they are considered over income and would not be on Medicaid. According to the fact sheet, a family could be eligible for Medicaid if they are over income if they have high medical bills. When you see this code, tell the WIC families that if they are no longer eligible for Medicaid, they must let WIC know and income eligibility for WIC would have to be re-determined. According to this policy, K. Reassessment of Income Eligibility Mid-Certification and the WIC Rights and Responsibilities, participants must let WIC staff know when their household size or income changes. This includes participation in any program that provides adjunctive eligibility. If you would like more information, contact the county/tribal social or humans services department, call Medicaid at 1-800-362-3002 or go to the Medicaid website to search for Medicaid deductible www.dhfs.wisconsin.gov/medicaid or go to the Medicaid Deductible Wisconsin Medicaid Fact Sheet at www.dhfs.wisconsin.gov/medicaid1/recpubs/factsheets/pdfs/phc10052.pdf
- c) The FoodShare plastic card (Quest Card) may not be used as documentation for FoodShare Wisconsin participation because it does not hold current program eligibility information.
- d) Kinship Care provides an approval letter on agency letterhead. A check stub for the monthly payment may be presented.
- e) Food Distribution Program on Indian Reservations provides a monthly statement.
- f) A Social Worker or other county or agency worker may also be able to verify program participation for FoodShare Wisconsin, Kinship Care, and, with written consent, Medicaid/BadgerCare.
- g) Any combination of information that provides a clear indication that the documentation is for the current time period and identifies the respective program.



4. For those adjunctively eligible, the income in dollar amount and frequency must be entered into ROSIE. Use the proof of income if it is available but it must not be required. A self-declared amount is sufficient. The collection of income information is for reporting purposes only, and cannot be used to make independent income eligibility determinations that could render the person ineligible.
5. A foster child who remains the legal responsibility of a welfare or other agency cannot grant adjunct income eligibility to family members since a foster child is considered a one-person household for WIC purposes.
6. A child who receives Kinship Care monthly payments cannot grant adjunct income eligibility to family members or relatives he or she is living with since a child receiving Kinship Care is considered a one-person household for WIC purposes.

C. TRADITIONAL INCOME ELIGIBILITY SCREENING

If an applicant is not adjunctively income eligible or the project staff is unable to substantiate adjunctive income eligibility with information provided, traditional income eligibility screening is required. To be able to apply the guidelines, household size and total income must be determined.

1. DETERMINE FAMILY SIZE

- a) “Family” is defined as a group of related or nonrelated individuals, who usually, (although not necessarily), are living together as one economic unit.
 - (1) Family members share economic resources and consumption of goods and/or services. The terms “economic unit”, “family” or “household size” can be used interchangeably. However, “economic unit” may be a more appropriate term to use because it correctly conveys that familial relationship is not relevant to the determination of family size and income.
 - (2) Residents of a homeless facility or an institution shall not all be considered as members of a single family.
 - (3) It is possible to establish that more than one economic unit lives under one roof. Appropriate questioning will help determine whether there is general economic independence of the units, i.e., that financial resources and support are retained independently. An example of two economic units is when people living together share expenses, e.g., each pays 50/50 of the expenses. See page 2.3-7 for further guidance.



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- (4) It is likely that persons (other than those living in institutional settings and homeless facilities) living in the residences of others, whether related or not, are receiving support and some commingling of resources. People living together support each other when one pays or gives money to the other person. This would render them members of the economic unit with which they live. See page 2.3-7 for further guidance.
- b) A child is counted in the household size of the parent or guardian with whom the child lives.
- c) A child residing in a school or an institution, who is being supported by the parent or guardian, is counted in the household size of the parent or guardian, since the family continues to provide the economic support for the child.
- d) A foster child who is living with a family but who remains the legal responsibility of a welfare or other agency, is considered a household size of one. The payments made by the welfare agency or from any other source for the care of that child are considered to be the income of that child.
- e) A child receiving Kinship Care is considered a household size of one. The payments made by the welfare agency or from any other source for the care of that child are considered to be the income of that child. Income of the family with whom the child resides should not be included as the child's income.
- f) An adopted child or a child for whom a family has accepted the legal responsibility is counted in the household size with whom he/she resides. The size and total income of that family are used to determine the child's income eligibility for WIC. Income received on behalf of that child would be considered family income.
- g) A pregnant woman is assessed based on the family size increased by the number of expected births, unless the applicant has a religious or cultural objection that precludes this. If she is expecting one child, count her as two; if she is expecting twins, count her as three, and so on. The increased household size will apply to other family members applying for WIC when determining their income eligibility.
- h) Joint physical custody situations vary among families. Project staff should use discretion when determining family size at the time final income determination is made. In most cases, the child is counted in the family size where the child lives when the WIC eligibility determination is made and is not counted in the family size of the other parent/guardian. Thus, the income for this child's economic unit would be that of the parent with whom the child is residing at the time of WIC certification appointment.



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- i) Children who are child support recipients should not be counted in the family size of both the household paying the support and the household receiving the support. The child should be counted in the family size where the child resides.
- j) If a parent or family member is in prison, they should not be counted in the family size.
- k) To determine household size for military families when military personnel are serving overseas or assigned to a military base and temporarily absent, consider the option which best describes the family circumstances.
 - (1) Military personnel serving overseas or assigned to a military base, even though not living with their families, should be considered members of the economic unit. Use of this option is dependent on what the local agency can reasonably determine, based on available data, the total gross income of the economic unit.
 - (2) A second option is to count the spouse and child(ren) as a separate economic unit, IF the spouse and/or children have their own source of documented income, e.g., spouse and child(ren) allotments. Local projects should determine whether the income is sufficient to provide for the majority of support for the economic unit. If not, then use the third option.
 - (3) The third option, when option one or two are not applicable, is to consider the children to be part of the economic unit of the person(s) they are residing with, (e.g. friend or relative); therefore, family size and income (including the child allotments) would be determined on this basis.
- l) When an unmarried couple lives together as one economic unit, use the income of both persons and count both in the household size.
- m) If an applicant is residing in the home of other adults, they may be considered a separate household and income from the other adults would not be required for determining eligibility. The following guidelines may be used to determine if the applicant is a separate household:

Questions to Ask to Determine Separate Household	Household Size
<ul style="list-style-type: none">Does the household provide free food, clothing, shelter, etc. with no expectation of payment or in-kind benefits?	If Yes – applicant is not counted as a separate household – include in the household size If No – count as a separate household



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<ul style="list-style-type: none">Does the applicant pay the household for living in their home?	If Yes – count as a separate household If No – include in the household size
<ul style="list-style-type: none">Does the applicant exchange work, (e.g. household chores, babysitting) for the ability to live in the home?	If Yes – count as a separate household
<ul style="list-style-type: none">Does the applicant share income and expenses with other people in the household?	If Yes – include in the household size If No – count as a separate household
<ul style="list-style-type: none">Can the applicant provide current eligibility of FoodShare Wisconsin, Medicaid, BadgerCare, Kinship Care, W-2 or TANF?	If Yes – count as a separate household
<ul style="list-style-type: none">Can the applicant verify their status as an emancipated minor (reported or as determined by the Court)?	If Yes – count as a separate household

2. DETERMINE FAMILY INCOME

- a) An applicant's income may not be self-declared; it must be documented.
- b) The WIC definition of income includes gross cash earned by any and all members of a household. It also includes any amount received or withdrawn from any source to live on, including savings.
- c) Exclusions: Any benefit which is of value but which is not provided in the form of cash money, is considered an in-kind benefit and is not counted as income. Example: A divorced woman has custody of her child and her ex-husband pays child care expenses directly to her child's day care center. Those payments are considered an in-kind benefit and are not included in her income. The value of in-kind housing for non-military families may not be considered as income.
- d) Military Housing Exclusions: Basic allowance for housing for military service personnel residing off military installations or in privatized housing, whether off- or on-base may not be considered as income. Exclusions include housing allowances such as Basic Allowance for Housing (BAH) for off-base housing and privatized housing in the US; Family Separation Housing (FSH) provided to military personnel for overseas housing, but military families may continue to receive BAH in the US; and, Overseas Housing Allowance (OHA), provided to military personnel living overseas. These abbreviations will be reflected on military pay statements.
- e) Other military in-kind benefits are excluded from income.



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- f) Military Exclusion: the overseas continental United States (OCONUS) cost-of-living allowance (COLA) provided to active duty uniformed service members in designated overseas high-cost areas including Hawaii, Alaska and Guam is excluded. This option affects Wisconsin WIC because some members of a military family may remain stateside and apply and/or participate in WIC while a family member on duty overseas receives the OCONUS COLA.
- g) Military Exclusion: Family Subsistence Supplemental Allowance (FSSA) must be excluded when determining income eligibility, through September 30, 2006.
- h) Medicare Exclusion: Medicare is providing a \$600 subsidy ("transitional assistance") to Medicare beneficiaries through the drug discount cards. This \$600 "transitional assistance" will be provided to Medicare beneficiaries and must not be counted as income when determining WIC eligibility.
- i) By federal law, certain cash payments are excluded from the WIC income determination. See Attachments at the end of this policy for a list of income exclusions.
- j) National Flood Insurance Program payments shall not be counted as income.
- k) Income is defined as the total income of all household members. When using the federal tax forms (1040), refer to the line that states "This is your total income," which is line 22 on the 2003 form. Gross Income is defined as all income before deductions are made for income taxes, employee social security taxes, insurance premiums, bonds, etc. For WIC Program purposes, this amount cannot exceed 185% of the poverty guidelines. Refer to the WIC Income Eligibility Table (PPH 4501) at the end of this policy.
- l) Federal Earned Income Tax Credit (EITC) refund or payment may be a refund of taxes withheld, a credit against taxes withheld or a cash payment in excess of what was withheld. Federal or State Earned Income Tax Credit (EITC) payments are likely to be refunds to or offsets of taxes already paid out of gross income. EITC refunds and payments are excluded as income when determining eligibility.
- m) WIC does *not* permit a household's gross income to be reduced for hardships, high medical bills, child care payments, taxes, child support, alimony, insurance, or other deductions.

The following table lists what is included as gross income, and the corresponding examples of acceptable proof.



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Gross Income Includes	Proof of Income Includes
Monetary compensation for services, including wages, salary, commissions, or fees	<ul style="list-style-type: none"> ➤ Current pay stub(s) noting the pay time frame (weekly, bi-weekly, monthly, etc.) ➤ Signed statement from employer indicating gross cash earnings for a specified period. A dated statement on letterhead is preferred. ➤ Federal income tax return for the most recent calendar year. Use the line “This is your total income,” line 22 on the 1040 Form. ➤ Income Statement Form (DPH40076/DPH40076S)
Active military payments	Recent Leave and Earnings Statement
Food allowances for military households living off base	Statement
Continental United States cost-of-living allowance (CONUS) COLA for military personnel in designated high-cost areas within the continental US.	This abbreviation will be reflected on military pay statements.
Military personnel have two options for their pay checks when they are absent from their home	<ul style="list-style-type: none"> ➤ Direct-deposit pay checks into a joint account that is accessible to their families ➤ The pay stub or voucher is sent to the military person and another copy is made available to family members if they have power of attorney. ➤ Military personnel designate a spouse allotment and/or a child allotment, whereby the government sends the family member(s) a check in an amount authorized. The allotments(s) designated for family members may reflect only a portion of the military person’s total pay and the WIC applicant may not possess documentation of the family’s total gross income. ➤ Some families may only have a bank statement confirming the amount of a deposit.
Net income from farm and non-farm self-employment	<ul style="list-style-type: none"> ➤ W-2 tax forms ➤ Federal income tax return for the most recent calendar year. Refer to Schedule F for farm income only (line 18 on the 1040 form) and Schedule C for self-employment (line 12 on the 1040 form). The income from these Schedules must be used in addition to other sources of income listed in this table, such as



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	<p>alimony, interest, dividends, gains, pensions, social security benefits, etc. Or use “This is your total income” on the 1040 form (line 22).</p> <p>➤ Accounting records for the self-employed</p>
Social Security benefits, including Supplemental Security Income (SSI) disability benefits	Check stub/award letter from Social Security stating current amount of earnings/bank statements
Dividends or interest on savings or bonds, income from estates, trusts, or investments withdrawn to live on	<p>➤ Income tax return for the most recent calendar year</p> <p>➤ Bank or account statements</p>
Net rental income	Income tax return for the most recent calendar year
Public assistance or welfare payments; foster care	<p>➤ Check stub/award letter stating current amount of earnings</p> <p>➤ Foster child placement letter/foster parent award letter</p>
Unemployment compensation Worker’s Compensation	Unemployment and compensation letter/notice
Government civilian employee or military retirement or pensions or veterans’ payments	<p>➤ Annual statement that shows monthly amount of retirement income</p> <p>➤ Bank or account statements</p>
Private pensions or annuities	Income tax return for the most recent calendar year
Alimony or child support payments	<p>➤ Divorce decree</p> <p>➤ Award letter</p> <p>➤ Copy of check received</p>
Regular contributions from persons not living in the household	Letter from person contributing resources to the household
Other cash income: Includes but is not limited to withdrawals from any source, including savings, investments, trust accounts and other resources are readily available to the family to live on.	Bank or account statements indicating regular draws on the account(s)
Student financial assistance, such as grants and scholarships that do not require repayment. Work study earnings after costs for tuition, books, school supplies are subtracted	<p>➤ Award letter</p> <p>➤ Scholarship letter</p>
Adjunctive Eligibility	<p>➤ Medicaid, BadgerCare, FoodShare Wisconsin, or W-2/TANF (including child care) Notice of Decision Letter showing current eligibility dates.</p> <p>➤ Kinship Care approval letter, court order or</p>



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	<ul style="list-style-type: none">payment check stub➤ Food Distribution Program on Indian Reservations monthly statement➤ A county or agency worker may verify program participation (with written consent for Medicaid).➤ Telephone, Magnetic Strip Card Reader or computer software access (with written consent for Medicaid)➤ EBT activity printout with current dates of deposit for the Quest Card
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D. CURRENT VERSUS ANNUAL RATE OF INCOME

Consider the income of the family during the past 12 months and the family's current rate of income to determine which indicator more accurately reflects the family's status.

1. If the wage earner is regularly employed, the family's current rate of income should be used.
2. Annual income more accurately reflects the seasonal worker's income status (including a migrant worker).
3. Annual income should be used for farmers and other self-employed workers (net income plus other sources of income).
4. Use the current rate of income for strikers.
5. Some military families may include one or more members stationed overseas or away from home and have been determined to be on hazardous duty or combat duty. These individuals may receive additional military compensation, i.e., hazardous duty or combat pay, family separation allowance, and/or foreign duty pay. Because this additional income is provided on a temporary basis, consider the income of the family for the past 12 months, as opposed to a "current" income. In addition, income may drop severely for families in which one or more family members are military reservists who have been placed on active duty. In these cases, determine the family's income based on "current" rate of income, as opposed to the past 12 months.
6. If the wage earner is unemployed, eligibility is based on the income during the period of unemployment (including maternity leave). The applicant is income eligible if the loss of income causes the current rate of income to be less than the income guidelines.



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7. If the current income includes overtime commissions or bonuses which the applicant claims are not regularly received, the applicant must present check stubs from previous recent pay periods (number to be determined by local project staff) to be averaged with the current income.
8. Student grants (after the cost of tuition, book, and supplies are subtracted) should be averaged over the period of time the grant is intended. The award typically covers the period of one year (summer session through spring session) and the award letter will specify the dollar amount for each session.
9. Lump sum payments
 - a) Lump sum payments that represent "reimbursements" should not be counted as income. Examples include reimbursements received from insurance companies for loss or damage of real or personal property, such as home or auto; payments intended for a third party to pay for a specific expense, such as payment of medical bills resulting from an accident or injury
 - b) Lump sum payments that represent "new money" intended to be used as income should be counted. This income should be counted as annual income or divided by 12 to estimate monthly income. Examples include gifts, inheritances, lottery winnings, tribal gaming (also called "per capita"), worker's compensation for lost income and severance pay.
 - c) When the intended purpose of the lump sum payment cannot be easily determined, treat the lump sum payment in a way that most accurately reflects the economic situation of the household. Examples include legal or medical settlements that provide reimbursements for lost property and medical expenses as well as compensation for tangible and intangible physical or mental injury

E. ITEMS NOT INCLUDED AS INCOME

Refer to the Attachment at the end of this policy.

F. CALCULATING THE TOTAL HOUSEHOLD INCOME

If an applicant reports two or more sources of income and the incomes are not received at the same interval, local WIC agency staff may need to convert the information to common terms in order to use the WIC income guidelines chart. The computer will make these calculations for you.



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Frequency	To Obtain Monthly Income	To Obtain Annual Income
Weekly	Multiply by 4.3	Multiply by 52
Bi-weekly (every 2 weeks)	Multiply by 2.15	Multiply by 26
Semi-monthly (2x a month)	Multiply by 2	Multiply by 24
Monthly	NA	Multiply by 12
Quarterly	Divide by 3	Multiply by 4
Annual	Divide by 12	NA
Hourly	Rate x hours per week x 4.3	Rate x hours per week x 52
Daily	Rate x 5 (or number of workdays per week) x 4.3	Rate x 5 (or number of workdays per week) x 52
Lump sums	Divide by 12	

G. DOCUMENTATION

1. Enter income amount and frequency into the computer for eligibility determination and documentation at the time of application and certification. The name of the person determining income eligibility must sign and date the WIC Rights and Responsibilities form along with the CPA determining final eligibility who must also sign, date and include their title. The WIC Application Brochure (DPH 4158) or a project-developed form may be used to document income in the application process. Refer to the WIC Income Eligibility Table (PPH 4501) to compare family income and family size to the income guidelines.
2. Proof of income, adjunctive eligibility, or that the Affirmation of Identity, Residency, and/or Income form (DPH40019/DPH 40019S) or Income Statement form (DPH40076/ DPH40076S) was completed, must be documented at the time of eligibility determination.
3. Complete the Affirmation of Identity, Residency, and/or Income form (DPH40019/DPH40019S) for the family. If family members have certification appointments on different days, additional forms must be signed. The form must be placed into the youngest family member's file who was certified that day or the family file. Another option is to complete the Affirmation of Identity, Residency, and/or Income form for every family member and place it in each file.
4. The Income Statement form (DPH40076/DPH40076S) should be given to the applicant at each certification to give to the employer to document income when the family is paid in cash. This form could be given at the time the appointment is made, mailed directly to the employer, or given at food instrument (FI) issuance. Receiving this form will discontinue one-month FI issuance for participants in high-risk areas who completed the Affirmation of Identity, Residency, and/or Income form for proof of income. The applicant may keep the form and only present it to the WIC project. A copy is not needed in the participant file at the



project but a new form is needed for each certification. The Spanish version is on the back of the form. This is a family form and use is optional.

H. APPLICANTS LACKING NECESSARY INCOME DOCUMENTATION AT CERTIFICATION APPOINTMENT

Local projects should minimize the occurrence of the situations where applicants have proof of income, including proof of adjunctive eligibility, but fail to bring it to the certification appointment. For example, routinely and clearly communicate to applicants the kinds of information they need to bring to their appointments. Nevertheless, for walk-in appointments and other applicants who do not bring the necessary documentation to their appointment, local agencies may establish written policies based on these four options, to ensure consistent implementation of the policy.

1. Option One - If the applicant receives FoodShare Wisconsin, W-2/TANF, or Medicaid/BadgerCare, verify program eligibility. It may be possible for the WIC project staff to contact the appropriate county office or agency worker to verify that the applicant is adjunctively eligible. Written consent is required to verify Medicaid/BadgerCare program eligibility.
2. Option Two - Give the applicant a list of acceptable proof of income and make a certification appointment within the timeframes for meeting processing standards; do not certify without income documentation.
3. Option Three - The certification appointment is completed based on self-declaration of income, but FIs are not issued until proof of income is presented. The height and weight data may be no more than 60 days old when the income is presented.
4. Option Four - The certification appointment is completed based on self-declaration of income. If the applicant has a risk factor and meets all other eligibility criteria (proof of identity and residency), provide one month of FIs. Require that appropriate income documentation be presented before more FIs are issued. Flag the need for this documentation in the WIC folder and/or in the comments section of the participant computer file. This option may not be used in high-risk service areas and FIs must not be issued.
 - a) The intention is to provide only one month of FIs at a time. In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.
 - b) If the applicant fails to provide the documentation within one month, or is determined to be over income, the individual shall be determined ineligible.



They would not be required to pay back the benefits received for that one month.

- c) If the applicant returns with the documentation and is found eligible within the 60-day medical data timeframe for height and weight, the date of certification would be the date FIs were initially provided.

I. APPLICANTS WITH NO PROOF OF INCOME

1. Some applicants have a source of income, but are unable to provide proof of that income. The local project may determine that requiring an applicant to provide such income documentation would present an unreasonable barrier to participation, such as for a homeless family, abuse shelter resident, migrant farm worker, a person who just started a job, or who is paid with cash. In these cases, the applicant may be allowed to self-declare income, using the Affirmation of Identity, Residency, and/or Income form or the employer could complete the Income Statement form (DPH40076/DPH40076S). See the Documentation section above.
2. When the Affirmation of Identity, Residency, and/or Income form is used, FIs may be issued for the entire certification period, except in high-risk areas. In high-risk areas, the Affirmation of Identity, Residency, and/or Income form must be used one month at a time. Proof of income must be reassessed after each month of issuance and the Affirmation of Identity, Residency, and/or Income form completed again until proof is provided. File the Affirmation of Identity, Residency, and/or Income form in the youngest family member's file or family file.
 - a) The intention is to provide only one month of FIs at a time. In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.
3. If military families are sent a spouse and/or child allotment (an authorized amount of money), or the military service personnel are temporarily absent from the home and no proof of income exists, the WIC applicant may not possess documentation of the family's total gross income. In these cases, applicants would simply self-declare the family's military income to the best of his or her knowledge. At a minimum, the applicant must provide proof that a parent(s) is serving active duty, their temporary duty station, along with the pay classification. Since family income is still considered, ask and document the gross income for the remaining family members and add this to any self-declared or documented military income.



J. APPLICANTS REPORTING ZERO INCOME

1. Given WIC's definition of family size, which is a group of related or unrelated persons sharing financial and other resources, applicants declaring a zero income should be prompted to describe in detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. Examples of questions to ask are:
 - a) Where is your family getting food?
 - b) Where is your family living?
 - c) How long has the family been without income?
 - d) Where does the family expect to receive income from and when?
2. The applicant must sign the Affirmation of Identity, Residency, and/or Income form attesting that they have no income. This form must be placed in the youngest family members' file or the family file. FIs may be issued for the entire certification period, except in high-risk areas.
 - a) In high-risk areas, issue one month of FIs and have the Affirmation of Identity, Residency, and/or Income form completed monthly. In cases when catch-up issuance or late FI issuance apply, these FIs may be issued along with the next full month of FIs.

K. REASSESSMENT OF INCOME ELIGIBILITY MID-CERTIFICATION

1. In most instances, a household's financial circumstances change and do not remain at zero income indefinitely. Reasons for reassessment during the certification period include:
 - a) Household member reports to the local project a change in income or household size, whether during the participants' certification period or during the certification of other family members
 - b) Household member reports to the local project that they no longer receive FoodShare Wisconsin, W-2/TANF, Kinship Care, Medicaid/BadgerCare or Food Distribution Program on Indian Reservations. Refer the family to other programs that may grant them adjunctively eligible for WIC.
 - c) Household member reports to the local project a change in custody which then results in a change of income or household size.
 - d) The local WIC agency receives a valid complaint of eligibility violations.



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2. Projects must not solicit this information selectively or randomly, nor at Infant Updates.
3. If the participant is no longer eligible in an adjunct program, eligibility for WIC should be assessed based on WIC income and family size. Explore all possible options for participation in programs that may grant them adjunctively eligible for WIC.
4. If an individual is found to be no longer income eligible, the individual must be advised in writing of the reason for their ineligibility and of the right to a fair hearing, using the WIC Program Notice of Ineligibility (DPH40085/S).
 - a) This must be done at least 15 days before the participant is disqualified.
 - b) Projects must keep a copy of the Notice on file for three full fiscal years.
 - c) The participant receives a partial package of FIs if ineligibility is determined on their pick-up day.
5. Participation of any other household members on WIC must be terminated as well.
6. Document reasons for reassessment and changes in the file.

L. VERIFICATION – ENCOURAGED FOR QUESTIONABLE CASES

1. “Verification” means a process whereby the information presented, such as pay stubs, is validated through an external source of information other than the applicant. Such external sources include employer verification of wages, local welfare office verification, etc.
2. Local agencies should use their discretion in deciding when it is appropriate to verify, the information to verify, and the methods to use. A written policy would ensure consistent implementation of the policy.

ATTACHMENTS:

Items Not Included As Income

Guidance for Accessing Medicaid Eligibility to Determine WIC Income Eligibility

Confidential Information Release Authorization (HFS-9II and HFS-9IIS) DHFS website

WIC Income Eligibility Table (PPH 4501 Updated Yearly)

Income Statement form (DPH40076/ DPH40076S)



Items Not Included As Income

- A. Basic allowance for housing for military service personnel residing off military installations or in privatized housing, whether off- or on-base may not be considered as income.
- B. The value of in-kind benefits (meaning any benefit which is of value but, which is not provided to the household in the form of cash money, i.e., housing)
- C. Reimbursement of expenses incurred on the job, i.e., mileage, meals
- D. Loans - bank, personal, educational, student loans (not grants)
- E. Federal or State Earned Income Tax Credit (EITC) payments given as a refund or to offset taxes already paid out of gross income are excluded as income.
- F. Income or benefits received under certain Federal programs or acts which are excluded from consideration as income by any legislative prohibition, including:
 - 1. Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646, Sec. 216, 42 U.S.C. 4636);
 - 2. Any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973 (Pub. L. 93-113, Sec. 404(g), 42 U.S.C. 5044(g)) to the extent excluded by that act;
 - 3. Payment to volunteers under section 8(b)(1)(B) of the Small Business Act (SCORE and ACE) (Pub. L. 95-510, Sec. 101, 15 U.S.C. 637(b)(1)(d));
 - 4. Income derived from certain submarginal land of the United States which is held in trust for certain Indian tribes (Pub. L. 94-114, Sec. 6, 25 U.S.C. 459e);
 - 5. Payments received under the Job Training Partnership Act (Pub. L. 97-300, Sec. 142(b), 29 U.S.C. 1552(b));
 - 6. The value of assistance to children or their families under the National School Lunch Act, as amended (Pub. L. 94-105, sec. 9(d), 42 U.S.C. 1760(e)), the Child Nutrition Act of 1966 (Pub. L. 89-642, sec. 11 (b), 42 U.S.C. 1780(b)), and the Food Stamp Act of 1977 (Pub. L. 95-113, sec. 1301, 7 U.S.C. 2017(b));
 - 7. Payments under the Low-Income Home Energy Assistance Act, as amended (Pub. L. 99-125, sec.504(c), 42 U.S.C. sec.8642(f));



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8. Payments for financial assistance received by an individual from any Title IV program (Pell Grant, Supplemental Educational Opportunity Grant, State Student Incentive Grant, College Work Study) for specified costs such as books, materials, supplies, transportation (Pub. L. 99-498, Title IV);
9. Payments under the Disaster Relief Act of 1974 as amended by the Disaster Relief and Emergency Assistance Amendments of 1989 (Pub. L. 100-707, sec. 105(i), 42 U.S.C. sec. 5155(d);
10. Payments received under the Carl D. Perkins Vocational Education Act (Pub. L. 101-201, sec.501, 20 U.S.C. sec. 2466d);
11. Payments pursuant to the Agent Orange Compensation Exclusion Act (Pub. L. 101-201, sec. 1);
12. Payments received for Wartime Relocation of Civilians under the Civil Liberties Act of 1988 (Pub. L. 100-383, sec.105(f)(2), 50 App. U.S.C. sec. 1989b-4(f)(2);
13. Value of any child care payments made under section 402(g)(1)(E) of the Social Security Act, as amended by the Family Support Act (Pub. L. 100-485, sec.301,42 U.S.C. sec. 602 (g)(1)(E));
14. Value of any "at-risk" block grant child care payments made under section 5081 of Pub. L. 100-508;
15. Value of any child care provided or paid for under the Child Care and Development Block Grant Act, as amended (Pub. L. 102-586, Sec. 8(b)), 42 U.S.C. 9858q);
16. Mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act of 1984 as amended (Pub. L. 99-576, sec. 303(a)(1), 38 U.S.C. sec.1411(b));
17. Payments received under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of \$2,000 (Pub. L. 98-500, sec.8, 25 U.S.C. sec.2307);
18. Payments received under the Cranston-Gonzales National Affordable Housing Act, unless the median family income exceeds 80 percent the median income of the area (Pub. L. 101-625, sec. 522 (i)(4), 42 U.S.C. sec. 1437f nt);
19. Payments received under the Housing and Community Development Act of 1987, unless the income of the family increases at any time to not less than 50 percent of



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the median income for the area (Pub. L. 100-242, sec. 126(c)(5)(A), 25 U.S.C. sec. 2307);

20. Payments received under the Judgement Award Authorization Act (Pub. L. 97-458, sec. 4, 25 U.S.C. sec. 1407 and Pub. L. 98-64, sec. 2(b), 25 U.S.C. sec. 117b(b).
21. Section 602 of Public Law 108-375, the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005, excluded Family Subsistence Supplemental Allowance (FSSA) income from consideration in determining benefits for household or children in nutrition assistance programs authorized under the Child Nutrition Act of 1966, as amended. FSSA payments for members of the military must be excluded when determining income eligibility, through September 30, 2006
22. Public Law 109-64, enacted September 20, 2005, amends the National Flood Insurance Act of 1968. National Flood Insurance Program payments shall not be counted as income.
23. Section 1860D-31(g)(6) of the Social Security Act, as amended by the Medicare Prescription Drug, Improvement and Modernization Act of 2003, states that the availability of negotiated prices or transitional assistance received through the prescription drug card “shall not be treated as benefits or otherwise taken into account in determining an individual’s eligibility for, or the amount of benefits under, any other Federal program.”